19 47

File No. Stationary & Forms/47

Legal **DEPARTMENT**

C **BRANCH**

K

Subject

AY 2615

Correspondence relating to Stationary and Forms

(Pl 33/E)

File No. Stationary & Forms/47

Std. Sectt. Slip 24 B c.

149-C

C O N T E N T S.

Legal Department File No. Stationery and forms/47.

	H.I./G.No.	Subject.	Pages.
	Stationery & Forms/47.	Correspondence relating to stationery and Forms.	
1.	G.D.G.E.No. 2330/33 dt. 20/1/47.	Stores Preference to products manufactured in Bombay Province with indigenous raw material local labour and Indian Capital.	1
2.	F. D. circular No. 1030/33. H.C. 19/22-1-47.	Accounting of private cheques in the cash book/ Method of	3
3.	G.D.Circular No. 5526/33 dt. 1-3-47.	Sealing Wax Economy stric in the use of	5
4.	L.D.Memo No. 2334 dt. 24th March 1947.	Arrangements for bringing and sending articles from and to the Stationery stores.	9-10 not typed
5.	H. & L.G.D. Circular No. S.168 D/11/3/47.	Stationery supply of to newly created offices.	11. 17-20 not typed 27-28 47. not typed
6.	H. & L.G.D. Circular No. 5168 dt. 6/10/47.	Bombay stationery and printing manual inclusion of names of offices in Appendix XII.	35-36 not typed 40.
7.	H. & L.D. G.R.No.B000.dt. 17/11/47.	Central stores purchase Organisation eliminating the delay in the supply of articles to the various govt. Offices by the — and improvement in the working of....	53.
8.	H. & L. D. G.R. No.6024 6/16/12/47.	Stores — Supply of any extra, treasure chests, steel despatch boxes brass badges etc. which are not standardised.	55.

1	2	3	4
9.	- No. 9530/34-D d/ 22/12/47.	Printing of forms.	57.

Madhav Raokadam.
22/5.
c/6.

22/5

22/5

Stores:
Purchase of
Preference to products manufactured in Bombay Province with indigenous raw materials, local labour and Indian Capital.

GOVERNMENT OF BOMBAY.

GENERAL DEPARTMENT.
Resolution No. 2399/33.

Bombay Castle, 20th January 1947.

Letter from the Director of Industries and Stores Purchasing Officer, No. S.P.I.6379, dated 16th August 1946:-

" I have the honour to state that a Committee for the Purchase of Swadeshi Goods was appointed by Government under Government Resolution, General Department, No. 2399/33, dated 3rd December 1937, under the Chairmanship of the Honourable Dr. M.D.D.Gilder, and the Committee submitted its report to Government which was printed in 1939.

" 2. In paragraph 29 of its report, the Commitee gives its recommendations about the degree of preference which may be given to Indian goods in respect of quality of finish and price. I reporduce below the recommendation:-

' We recommend, therefore, that the Central Purchasing Officer(i) may at his discretion give unlimited preference to Indian-made articles in respect of quality and finish, (ii) may at his discetion give a price preference to Indian-made articles up to 5 per cent, over non-Indian articles, (iii) may gives at his discretion a price preference to Indian articles up to 10 per cent. on all contracts of the value not exeedding Rs. 2,000 each (iv) must refer to Government in Industries Department in all other cases in which it proposed to give a price preference to Indian-made articles and specially when tenders in offering corresponding non-Indian articles have quoted uneconomic and dumping prices. (v) should be instructed by Government that other things being equal, to give preference (a) to articles made in this Province and (b) to prodcuts of cottage and Small Scale Industries over the prodcuts of large scale industries.

" 3. In addition to the form of preference referred to in paragraph 2 above a finer distinction requires to be made in certain cases as under. For the supply of carbon papers against the annual requirements of the Superintendent, Government Printing and Stationery, Bombay, a firm in Bombay and a firm in Karachi submitted their quotations. The Bombay firm has its factory in Bombay and employs local labour in its factory. Its capital is however, understood to be foreign and the firm is an "India Ltd." firm. The Karachi firm has its branch office in Bombay but has its factories in Karachi and Calcutta emplying local out-province labour. Its capital however, is understood to be wholly Indian. The rates quoted by the Bombay and Karachi Firms under reference for carbon papers were :-

Bombay Firm-	Karachi Firm-Bharat
Kores (India) Ltd.	(Carbon & Ribbon Mfg. Co. Ltd.
Per ream.	Per ream.

	1. Rs.	a.	p.	2. Rs.	a.	p.
(1) Carbon papers- pencil	25.	8.	0	25.	8	0
(2) Carbon papers- type-writer	9	0	0	10	0	0.

As there are no specific Government orders on the point of price preference to be given to products of concerns with wholly Indian capital over those of concerns with foreign capital or with only partly Indian Capital I have this year placed an order for these two items with the above Rs by firm, their rates being lower than the Karachi firm, the quality of the products of both the firms being more or less equally.

" 4. I consider that when the quality of the products of two firms is more or less equal but when one of which is cent.per cent. Indian (i.e. run partly with Indian Capital and partly with foreign capital) or wholly non-Indian, a price preference upto 5 per cent may be given to the former over the latter if supply is guaranteed in time by the former, I shall be obliged if you will kindly move Government to issue order on the point whether such a price preference should be given in these circumstances.

" 5. I have been generally following the recommendations of the Committee for the Purchase of Swadeshi Goods in respect of price preference as outlined in paragraph 29 of its report (reproduced in paragraph 2 above), as the Central Stores Purchase Organisation is established by Government as a result of the recommendations of that Committee. I shall, however, be obliged if you will kindly move Government to issue specific orders that I should follow the recommendations of the Committee as outlined in paragraph 29 of its Report in respect of price preference to be given while making purchases for Bombay Government.

"6. I shall be obliged for issue of Government Orders on the points raised in paragraph 4 and 5 above."

RESOLVED:- Government is pleased to accept the recommendations made by the Committee for the pruchase of Swadeshi Goods appointed by Government in 1937 as outlined in paragraph 29 of its report in respect of the degree of preference to be given to Indian goods while making purchases for Government. The Central Purchasing Officer should be requested to follow these recommendations while making pruchases of Stores subject to the following provisions :-

(a) that no article of foreign manufacture should be purchased by the Central Purchasing Officer in a case of Rs. 2,000 in any case, without the prior sanction of Government, and

(b) that all purchases of foreign manufacture within Rs. 2,000 should be reported to Government by the Central Purchasing Officer by quarterly statements. The first quarterly statement should be submitted on 1st April 1947.

2. Government is further pleased to direct that only those concerns of which the capital, direction and management are fully and effectively in the hands of Indian should be called "Swadeshi". Provided this condition is satisfied there should be no objection to using foreign capital or talent in such concerns.

(B) 2(A)

By order of the Governor of Bombay,

M.D. KHANDALI.

Secretary to Government.

G.R.No.2309/33, G.D. dated the 20th January 1947.

To

The Commissioners of Divisions and etc.

Madhav Raokadam.
21/5.
c/5.

Accounting of Private Cheques
in the Cash Book.
Method of____

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.
Circular No.1032/33-F.M.

Bombay Castle, 22nd January 1947.

CIRCULAR OF GOVERNMENT.

All officers concerned are informed that the form of the register of cheques prescribed in Government Resolution, Finance Department, No.1032/33 dated 16th July 1946 will be printed as a standard form and numbered Con. 250 in the catalogue of standard forms. It will be bound in register of 100 leaves each and will be stocked at the Yeravda Prison Press, Yervda.

By order of the Governor of Bombay,

K.P. MATHRANI,
Deputy Secretary to Government.

To
The Accountant General, Bombay.
and Others.

Madhav Rackodkar.
21/5
c/5.

Sealing Wax.
Economy in the use of —

GOVERNMENT OF BOMBAY,

GENERAL DEPARTMENT,

Circular No. 5526/33.
Bombay Castle, 1st March 1947.

CIRCULAR OF GOVERNMENT :-

It has been brought to the notice of Government that in several cases sealing wax is used in excessive quantities while sealing envelopes and the wax is used for closing the envelopes also instead of paste. The attention of all Heads of Offices is invited to instruction No.23 contained in Government Resolution, General Department, No.3303/33, dated 21st January 1943, and paragraph 4 of Government Resolution, General Department, No. 3303/33, dated the 16th November 1943, and they are requested to see that the misuse of sealing wax is avoided.

By order of the Governor of Bombay,

K.B. KAMATH,
Deputy Secretary to Government.

Madhav Baokadam.
21/3.

c/5.

Sealing Wax.
Economy in the use of --

GOVERNMENT OF BOMBAY.

GENERAL DEPARTMENT.

Circular No. 5526/33.
Bombay Castle, 1st March 1947.

CIRCULAR OF GOVERNMENT :-

It has been brought to the notice of Government that in several cases sealing wax is used in excessive quantities while sealing envelopes and the wax is used for closing the envelopes also instead of paste. The attention of all Heads of Offices is invited to instruction No.23 contained in Government Resolution, General Department, No.3303/33, dated 21st January 1943, and paragraph 4 of Government Resolution, General Department, No. 3303/33, dated the 16th November 1943, and they are requested to see that the misuse of sealing wax is avoided.

By order of the Governor of Bombay,

K.B. KAMATH,
Deputy Secretary to Government.

Madhav Bookadam.
21/5.

c/5.

No. S.B. 2457, of 1946-47.

Bombay, 18th January 1947.

To

The Secretary to Government,
General Department,
Secretariat, BOMBAY.

Sir,

When the Government Stationery Office was transferred to from Poona in the year 1935 the Hacallago system which was then in practice was discontinued and a motor lorry was purchased to effect economy and quicker disposal. At that time the work of this office was normal and therefore the monthly stationery articles indented for by the Secretariat Departments used to be carried through ~~it~~ this lorry. Similarly typewriters, clocks, empty packing cases etc. were also removed to from this office and this facility was extended on many occasions for the convenience of other local officers also. Since the last War broke out, additional Departments were created in order to render help towards the operation of War and naturally the work of this office was also increased pro portionately. Although the War is over, the Departments created during the War time are still in existence and additional offices such as post War Reconstruction, Sales Tax etc. have been newly introduced. The offices in the Secretariat have also been increased since the taking over of the administration by the Congress Ministry and the work of his office has reached a high pitch. It is also supposed by these officers that it is the work of the Stationery Office to carry out all these duties and the lorry is demanded every now and then. Several packages have to be despatched daily to the officers on the G.I.P. B.B. & C.I. and Steamer lines and the lorry is hardly available through which the stationery articles of the Secretariat offices

can be taken away. Under these circumstances all the Departments and officers in the Secretariat Building may please be requested to make their own arrangement for the removing and sending the above articles from and to the Stationery Office.

2. Simultaneously, with the introduction of the lorry the practice of sending monthly indents was started. In view of the increase of this office work as detailed above, It will be very convenient if all the Secretariat Departments and offices submit their indents for compliance six monthly on in case there is no sufficient storing accommodation quarterly. This will minimise the work of this office. and the Departments and officers concerned will also find it very convenient.

Necessary orders may please be issued early.

sd/-

Superintendent,

Government Printing and Stationery, Bombay.

Madhav Raokadam.

21/5.

c/5.

No. 2834.

Local Department.

Bombay Castle, 24th March, 47.

Subject:- Arrangements for bringing stationery from and sending articles to the Stationery Stores.

MEMORANDUM.

The undersigned presents compliments to the Additional Assistant Secretary to Government, General Department and with reference to his endorsement No. S-168/2226-C, dated 11th February 1947 on the above subject is directed to state that it has been the experience of this department for the last year that the lorry is generally not available for bringing articles of stationery and it has therefore to bring them in a Victoria. This entails great trouble and expense. As the Stationery Stores is on the other side of the Railway it is very difficult to get a conveyance and the peon has to go as far as the Wilson College at the Chowpatty end to obtain one at exhorbitent charges. Similarly this Department has to wait for a number of days and sometimes for weeks for sending volumes and books and other articles to the Press for want of the lorry. It would therefore be very convenient and also economical if the lorry is made available to the Departments for taking work to and bringing articles from the press. In fact it was with his view that the lorry was purchased. If one lorry is not enough to cope with the increased work it may be considered whether another lorry should be purchased. This Department agrees with the proposal of the Superintendent Government Printing and Stationery in paragraph of his letter No. S.B. 2457, dated the 18th January 1947 for the submission of quarterly indents for stationery.

Sd/-
Assistant Secretary to Government

sd/-

Assistant Secretary to Government,
Legal Department.

sd/-

The Additional Assistant Secretary to Government of
Bombay, General Department.

Madhav Raokadam.

21/5.

c/5.

(Below copies of the proceedings of the Meeting held on the 7th May, 1947 regarding Central Stores Purchase Organisation)

Very Urgent.

No. 8000/7676-C,

Education and Industries Department,
Bombay Castle, 13th May, 1947.

Forwarded to:-

All Departments of Secretariat,

The Director of Industries and Controller Stores Purchasing Officer

All Heads of Departments under several Departments of the Secretariat, for information.

2. The Director of Industries is requested to sent the necessary proposals for orders of Government.

By order of the Governor of Bombay,

N.S. Pardasani,

for Joint Secretary to the Government of Bombay,
Education and Industries Department.

Madhav Rooktodan.
21/5/56.

c/52

Proceedings of theMeeting held on 7th May 1947 re: Central Stores Purchase Organization.

Present :

The Hon'ble Minister for industries;
Mr. M.D. Bhandali, I.C.S., Secy. H.& L.G. & E.& I Dept.
Mr. D. S, Joshi, I. C.S. Jt. Secy., E & I. Dept.,
Major General A.H. Harty, Surgeon General with the Govt. of Bombay.
Mr. R.U. Patel, B.Sc. Director of Industries and Stores Purchasing Officer,
Mr. K.P.Mathrani, I.C.S.; Dy. Secy., F.D.
Mr. L.M. Nadkarni, I.C.S.. Dy. Secy., R.D.
Rao Bahadur K.D. Kotwal, B.E. Dy. Secy. P.W.D.,
Mr. A.S.Bam, I.C.S., Under Secy. H.D.
Mr. A. K. Satgopan, B.A. Under Secy,, C.S.D.,
Mr. Joseph Chaves, B.A., Under Secy., P. & S. Dept.
Mr. B.D.Pandit, LL.B. Asstt. Secy., L.D.
Mr. Roberts, Superintendent, Separate Dept,
Mr. C.J. Saldanha, Supdt,, Govt. Printing & Stationery,
Mr. N.S. Pardasani, M. S. Education Officer, E. & I. Dept.

The Hon'ble Minister mentioned the need for economy that had led to the establish ent of the Central Stores Purchasing Organization and invited discussion on specific difficulties that had arise in the working ofthe agency set up for the prupose. It was agreed in principle to have a central agency for purchase of stores. But at the same ime, it was brought out that experience had shown that there was a lot of delay due to backward and forward references involved in the correspondence with the purchase Organization. Several specific cases of such delay were pointed out by different departments. It was recognise that some delay was inevitable and that the question was really one of minimising delay. The Central Purchase Officer admitted that in view of the rapidly changing conditions during the last few years it was not easy to achieve the desired efficiency in the system of central purchase. He however, put forward several concret suggestions with a view to minimising the dely and generally improving the working of the Organization. The following conclusions were reached after the discussion:-

(1) Each Department should forward estimates of its total annual requirements in respect of different stores, in the prescribed form, to the Organization about two months before the beginning of the year to enable the Stores Purchase Officer to invite tenders at one t m and thereby achieve economies of bulk purchase. In order, however, to assist the department in formulating their estimates in exact conformity with the procedure requirements of the Stores Officer it was suggested that the A.S.P.O. should go round, establish personal contacts and get the necessary estimates.

(3) Attempts should be made to standardise specifications wherever possible, so as to reduce the variety of stores purchase. In order to advise the S.P.O. on the standrardisation of the specification and o her matters it was agreed that a committee consisting of the Elecl. Commr., Surgeion General, Chief Engineer, P.W.D., the Inspector General Police and the Superintendent, Govt Printing and Staritonery with power to co-opt be appointed. The S.P.O. should act as the convener.

(3) In respect of articles, whose total requirements could be estimated by the Organisation in advance, running contracts should be given, and in respect of other contracts would have to be fixed on a rate basis.

(4) The names of approved firms whose tenders were accepted in the beginning of each year would be notified to the indentors who could then place orders direct with such firms.

(5) To enable the officers to make urgent or minor purchases directly it was agreed that the present limit of Rs.500/- was insufficient and should therefore be raised. It was, however left to the proposed committee to suggest a suitable limit.

The Stores Purchase Officer drew attention to the fact that in spite of the existing Circular Memorandum No.2300/33(G) dated 25th Jun 1945 only a few Heads of Departments had submitted without reference to the Stores Purchase Organization. It was therefore agreed that all departments should be asked to submit the necessary information regarding such purchases since the establishment of the Organisation in 1942 together with the reasons for such action.

Mr. Salgaocha, Supdt. Govt. Printing and Stationery pointed out how delay in delivery of certain stores arose from the fact that the suppliers were firms outside the Bombay Province His suggestion that preference should be given to local firms was however, not accepted. Instead, it was agreed that in all cases a suitable time-limit for delivery should be fixed.

The Stores Purchase Officer pointed out the need for about three technical inspector to check up certain important items supplied to see whether they confirm to the specifications agreed to in the tenders.

Madhav Bookadam.
21/5/56.
c/5.

the necessary details regarding the purchases made by them.

Legal Deptt.
7060 dt. 13/9/46.

Submitted with reference to this Department Memo. No.5135, dated 20.7.1946 to the Superintendent, Govt. Printing and Stationery, Bombay.

2. The Superintendent has now reported that a Gestetner Rotary Duplicator (Self-feeding medol No.26) is now available with Messrs. Gestetner (India) Ltd. and its price is Rs. 495/- The Cost of the machine cannot however be met from the budget grant of this Department for Contract Contingencies which is nearly exhausted. We have already made a reference to the F.D.(No.6170, dated 11.9.1946) for supplementing the grant by Rs. 2310/- for purchase of furniture and other contingent expenditure for the remaining period of the year. That Department may in continuation be requested to further supplement the grant by Rs. 500/- to meet the cost of the Gestetner machine. The total additional grant required by this Department will thus amount to Rs. 2810/- (Rs. 2310/- already asked for Rs. 500/- for the Gestetner machine).

~~Comptroller, Accounts~~

~~Accountant~~

sd/-
23/9

A.A.S.

L.D. will kindly sanction a Gestetner machine for this deptt. Copies of Bills for Assembly have to be taken at short notice for the Assembly and a machine is absolutely essential for L.D.

D.S.

sd/-A.K.
23/9/46.

sd/-
23/9.

U. R. to G.D. & F.D. No. 6624 dated 28/9/46.

General Department.

The papers may be referred to the Supdt. Govt. Printing and Stationery in the first instance.

U.O.

sd/-
7/10/46.

sd/-
7/10

p.t.o.

U.O. R. to Supdt. G.P.S. dt 8/10/46

Printing & Stationery Deptt.

A Gestetner Rotary Duplicator, Model No.26 will be ordered and supplied to the Legal Department on receipt of the sanction of Government.

The cost of the Duplicator is debitable to the grant of this office.

sd/-
Superintendent,
Govt. Printing & Stationery, Bombay.

U/ O.R.No.T.B.828 dated 11/10/1946 to Government in the General Department, Bombay.

GENERAL DEPARTMENT.

Submitted with reference to the office note 7/10/46. The Gestetner Rotary Duplicator, required for the legal Department may be sanctioned.

The papers may not be passed on to the F.D.

sd/-
17/10/46.

sd/-
17/10/46.

U. R. to F.D. dt. 18th October 1946.

Fin. Deptt. E.

F.D. may agree to the supply of a Gestetner Rotary Duplicator to the Legal Deptt.

sd/-
19/10/46.

sd/-
21/10.

S.A.S.

U.R. to the L.D. dated 21/10/1946.

Madhav Raokadam.
21/5.
c/5.

No. 7541.

Legal Department,

Bombay Castle, 1st Nov. 1946.

MEMORANDUM.

The undersigned present compliments to the Superintendent, Government Printing & Stationery, Bombay, and with reference to his Mem. No. T.B. 828. p. 12 ante, dated the 11th October 1946, is directed to request that he will be so good as to supply this Department as early as possible with the Gestetner Rotary Duplicator referred to therein.

By order of the Governor of Bombay,

sd/-

Assistant Secretary to the Government of Bombay,
Legal Department.

To

The Superintendent, Government Printing and Stationery, Bombay.

Copy to:-

The General Department,
The Finance Department.

Madhav Ranchodas.
21/5.

c/5.

Letter.

No. T.B. 828 of 1946-47.

Bombay: 11-11-1946.

To

The Asstt. Secretary to Govt.,

Legal Department,
BOMBAY.

Sub:- Supply of a Gestetner Rotary Duplicator.

Reference - G.M. L.D., No. 7541 dated 1-11-1946. p.15 ante.

A copy of the order No.2304 placed with Messrs. Gestetner (India) Ltd., Bombay, for the supply of a Gestetner Rotary Duplicator to the Legal Dpeartment, Bombay, is enclosed herewith for the information of Government.

sd/-
Superintendent,

Govt. Printing & Stationery,
Bombay.

Madhav Raokadam.
21/5.
c/5.

F.D.
E.

In view of the F.D. Memo No.5355-E dated 10th October 1938 as cancelled by the F.D. memo No. 5355-E dated 6th July 1939, these orders should have been endorsed to the A.G. through this Department. We may, however, send a copy of these orders to the A.G. as for endst. put up and thereafter this may be shown u.o. to the Legal Department for information and future guidance.

sd.
9/11/46. 11/11/46.

Put up f.c. of memo and endt. in the usual way.

sd.
13/11/46. Put up clr accordingly. sd.

U. R. to the L.D. dated 20/11/1946.

Madhav Rao Kadam.
21/5.
c/5.

U.D.
R.I. 10508/22/11/46.

The F.D. U. R. dated 20/11/1946 may be returned u.o. to that Deptt. after keeping copy of their u.o. note (p.2 ante) F.D. instructions should be noted.

sd/- B.D.P.
16/12/46.

sd/-
13/12

Supdt. J.D.
14/12

A.A.S. B.D.P.
16/12.

U. R. to F.D. No.0194 dt 18/12/46.

Madhav Raokadam.
21/5.
c/5.

No. 344. 33.

Legal Department,

Bombay Castle, 11th January, 1947.

To

Messrs. Gestetner (India) Ltd.,
Bombay.

Subject:- Supply of a Gestetner Rotary Duplicator to the Legal Department.

Gentlemen,

With reference to the Order No. 2304, dated the 7th November 1946 placed with you by the Superintendent, Government Printing and Stationery Bombay, through the Stores Purchasing Officer, Bombay for the supply of a Gestetner Rotary Duplicator to this Department I have the honour to request you to be so good as to supply the machine as soon as possible.

sd/-
S/1

Assistant Secretary to Government,
Legal Department.

Madhav Raokadam.
21/5.
c/5.

GESTETNER.
(INDIA) LIMITED.
Construction House,
WITTET ROAD.
Post Box No. 147
BOMBAY No. 1.

Officer-in-Charge,
Legal Dept,
Bombay Secretariat,
BOMBAY.

Ref. No.B/4348.
27th May, 1947.

Dear Sir,

With reference to order No.2304 of 7.11.46 received from the Supdt. Govt. Printing & Stationery, Bombay, we have installed one Gestetner model No.26 duplicator in your office.

Our bill No.587 for Rs. 488/13/6 representing cost of same is attached which please forward to the aforesaid officer for payment duly countersigned and accepted.

Youre faithfully,

GESTETNER (INDIA) LIMITED.

c/-

BOMBAY BRANCH.

Madhav Baokadam.
21/5.
c/5.

No. 5797
Legal Department,
Bombay Castle 3rd June 1947.

MEMORANDUM.

The undersigned presents compliments to the Superintendent, Government Printing & Stationery, Bombay and is directed to forward herewith for payment a bill No. B. 597 dated the 26th May 1947 for Rs. 480-13-6 (Rupees four hundred and eight nine, annas thirteen and pies six only) received from Messrs. Gestetner (India) Ltd, for supply of a Gestetner Rotary Duplicator Machine which was sanctioned for this Department, in Government memo, Legal Department, No. 7541 dated the 1st November 1946.

sd/-
3/6.

Assistant Secretary to Government,
Legal Department.

Through
the Health and Local
- Government Deptt.

Mathew Rockefam.
21/5.

c/5.

Copy to
Messrs. Gestetner (India)Ltd.
Bombay, with reference to their
letter No. B/4348 dated
the 27th May 1947.

Printing & Stationery Department.

It has now been ascertained from Messrs. Gestetner (India) Ltd. Bombay, that a new Electric Model Gestetner Rotary Duplicator has already been supplied to the Legislative Assembly Office, Bombay, On 18-4-1947. I have proposed that your old Rotary Duplicator should be supplied to the office of the Milk Commissioner, Bombay. If the the Old Duplicator is still required by the L.A.Office in Addition to the new one, sanctions of Government in the Health and Local Government Department is necessary and I request that the same may please be obtained and communicated to this office at an early date.

sd/-
Superintendent,
Govt. Printing & Stationary, Bombay.

U. O.H.No.T.S. 12 dated 17th May 1947 to the Secretary, Bombay Legislative Assembly, Bombay.

Madhav Baokaden.

21/5.

c/5.

1 .....

2 .....

3 .....

4. These papers may therefore be referred u.o. through L.D. to Health & Local Government Department for issuing necessary sanction.

Id. V. R.D.
23/5.
J.S.
Id. A. K.P.
24/5.

Secy. S.Id. S.K.S.
24/5.

Secy. L.C. Sd/- A.R. Khan.
26/5.

U. R. to L.D. No, 1676 dated 28th May 1947.

Madhav Raokadam.
22/5.

c/5.

No. 6430

Legal Department,
Bombay Castle, 21st June 1947.

Subject :- Sanction to the retention by the Legislative Assembly Office of the Old Roneo Machine in addition to the new Electric model machine.

MEMORANDUM:

The undersigned presents compliments to the Superintendent Government Printing & Stationery, Bombay and with reference to his memo No. T.B. 12 dated 17th May 1947 on the subject mentioned above is directed to infrom him that sanction is accorded to the retention by the Legislative Assembly Office of the Old Roneo Machine in addition to the new Electric Model Gestetner Rotary Duplicator supplied to that office.

By order of the Governor of Bombay,

sd/-

Assistant Secretary to Government,
Legal Department.

To
The Superintendent,
Government Printing & Stationery, Bombay.

Copy to
The Health and Local Government Department.
The Secretary Legislative Assembly Office. (with the papers)

Madhav Raokadam
22/5.
c/5.

No.6430

Legal Department,
Bombay Castle, 21st June 1947.

Subject :- Sanction to the retention by the Legislative Assembly Office of the Old Roneo Machine in addition to the new Electric model machine.

MEMORANDUM.

The undersigned presents compliments to the Superintendent Government Printing & Stationery, Bombay and with reference to his memo No. T.B. 12 dated 17th May 1947 on the subject mentioned above is directed to infrom him that sanction is accorded to the retention by the Legislative Assembly Office of the Old Roneo Machine in addition to the new Electric Model Gestetner Rotary Duplicator supplied to that office.

By order of the Governor of Bombay,

sd/-

Assistant Secretary to Government,
Legal Department.

To
The Superintendent,
Government Printing & Stationery, Bombay.

Copy to
The Health and Local Government Department.
The Secretary Legislative Assembly Office. (with the papers).

Madhav Raokadam
22/5.
c/5.

Stationery.
Supply of -- to newly created offices.

GOVERNMENT OF BOMBAY.

HEALTH AND LOCAL GOVERNMENT DEPARTMENT.

Government Circular Memorandum No. S. 168.

Bombay Castle, 11th August 1947.

MEMORANDUM.

It has been brought to the notice of Government that many new offices are being created under the various Departments which indent for all sorts of stationery articles from the Stationery Office, with the result that the estimates framed by that office fall short of the total demands thus causing inconvenience to all offices. Government is therefore pleased to authorise each newly created office to purchase their requirements of stationery articles locally during the first year. Articles such as clocks rubber-stamps etc., which are required once for all should however be obtained through the Stationery Office as usual. They should submit their indents for the following year in the prescribed month in order to facilitate the framing of correct indents.

By order of the Governor of Bombay,

K.B. KAMATH,
Deputy Secretary to Government.

To

All Commissioners and Others offices ---

Madhav Raoteden
22/5.

c/5.

Bombay Stationery and Printing Manual.
Inclusion of the names of Officers in Appendix III.

GOVERNMENT OF BOMBAY.
HEALTH AND LOCAL GOVERNMENT DEPARTMENT.

Circular No. S. 168.

Bombay Castle, 6th October 1947. --

Letter from the Superintendent, Government Printing and Stationery, Bombay, No. S.B. 275, dated 10th May 1947:--

" I have the honour to reprt that as per paragraph 32 of the Bombay Stationery and Printing Manual, stationery articles drawing material, clothing, bicycle accessories, etc. can only be supplied by this office to officers whose names are included in the 1st in Appendix III of the above Manual. Many new officers are sending indents to this office for compliance and in order to save any inconvenience to them their indents are being complied with in the absence of specific sanction of Government for the free supply of the above articles. Under the circumstances it is suggested that a circular letter may be issued to all heads of Departments to submit a list of officers who are not included in the 1st printed in Appendix III, to Government in the Health and Local Government Department through their administrative Departments, and that Government should then issue formal orders to add the names to the above list authorising them at the same time to obtain free supplies from this office by submitting their indents in the prescribed months. Many offcers are obtaining supplies from this office on payment although they are under the control of the Provincial Government oficers. Similarly several officers excluding Educational and Public Works Department Officers, ask for drawing material; for instance ofiers of the Forest, Agriculture Departments, etc. Them heads of offices shouldbe asked to specifically mention the names of those officers who are chargeable and who are entitled to indent for drawing articles as well On receipt of the above lists it will be easy for theis offce to group the officers accordingly in a systematic manner and the procedure will also be regularised.

No new officer will be supplied with any articles unless he obtains the specific sanction of Government for obtaining the same from this office.

Very early action is requested in this case."
Memorandum from the Superintendent, Government Printing and Stationery, No. 1054, dated 26th June 1947:-

" This office hasno objection if orders as suggested at 'A' on page 4 ante are issued. Orders on these lines have ben recently issued by the Agriculture and Rural Development Department, under resolution No.1088, dated the 18th instant and it will serve the purpose underlying the original proposal The Civil Supply Department and offices under their control are temporary and it should be decided

1- 2.

whether that Depa tment should be asked to call for the lists of their officers as in the case of others. Officers of the Revenue Department are carrying out work of the Civily Supply Department under the Heads of Price Control, Godowns, Marketing, etc., and this information is also necessary to complete the records."

RESOLUTION-- In the circumstances stated by the Supreintendent Government Printing and Stationery, Government is pleased to direct that Heads of Departments should submit to the Administrative Departments concerned a list of officers under them who have not been included in list III of the Bombay Stationery Manual and who are entitled to free supply of stationery. They should be requested to mention specifically the names of those officers who are chargeable and who are entitled to indent for drawing articles as well. The Administrative Departments should be requested to issue the necessary orders in consultation with the Health and Local Government Department.

2. As regards temporary officers in the temporary Departments such as Civil Supplies Department, there is no objection to the inclusion of the names of the officers under them in list III to the Bombay Stationery Manual so long as those Departments continue. Such temproary Departments should also be requested to follow the procedure indicated in paragraph 1 and to issue the necessary orders so far as the officers under them are concerned, in consultation with the Health and Local Government Department.

By order of the Governor of Bombay,

K. B. KAMATH,
Deputy Secretary to Government.

G.C.No.S.168, H.& L.G.D., dated 6th October, 1947.

To
All Heads of Departments under the several Departments of the Secretariat and others.

Madhav Raokedam.
22/5.

c/5.

No. 11754/
Legal Department,
Bombay Castle, 6th December, 1947.

Subject :- Bombay Stationery and Printing Manual.
Inclusion of the names of officers in appendix III.

Memorandum

The undersigned presents compliments to the Dy. Secretary to Government, Health and Local Government Department and with reference to that Department Circular No. S-168 dated the 6th October 1947 on the above subject is directed to state that there are no Heads of Departments under the administrative control of this Department and hence the question of issuing the necessary orders in consultation with that Department does not arise.

By order of the Governor of Bombay,

sd/-

Asstt. Secretary to Government
Legal Department.

Madhav Mokadam.
22/5.

d/5.

Central Stores ~~Purchase~~ Purchase Organisation Minimising the delay in the supply of articles to the various Government ofices by the and improvement in the working of the ---------

GOVERNMENT OF BOMBAY,
Education and Industries Department,
Resolution No. 8000,

Bombay Castle, 17th November, 1947.

Government Circular, General Department No. 2399/33-G, dated the 24th April, 1947.

Government Endorsement, Education and Industires Department, No. 8000/7886-G, dated 13th May, 1947.

Letter from the Director of Industries No. SP/1/Part. I/7339, dated the 28th July, 1947.

Resolution:- Government had under its consideration for some time the question of minimising the delay in the supply of articles to the various Government Offices through the Central Stores Purchase Organisation and effecting improvement inthe working of the Organisation. Government is now pleased to issue the following orders in regard to the same:-

(1) Each Department should forward estimates of its total annual requirements in respect of different stores, in the prescribed from to the Central Stores Purchase Organisation within the ~~xxxx~~ stipulated time laid down in ~~the~~ Government Circular Memorandum, General Department No. 2399/33 dated 25th ~~the~~ June, 1945 to enable the Central Stores Purchasing Officer to invite tenders at one time and thereby achieve economics of bulk purchase. In order, however, to assist the Departments in formulating their estimates in exact conformity with the procedural requirements of the Central Stores Purchasing Officer, The Assistant Stores Purchasing Officer should contact the various Heads of Departments in Bombay and Poona, acquaint them generally regarding the manner in which the annual indents should be sent to the Central Stores Purchasing Organisation taking into account the peculiar needs of each Department, the manner of inspection of stores, type of contracts - 'rate' or'running' contracts to ~~be~~ be fixed for different types of items to suit the requirements of each Department and discuss generally the quesion of reducing to a minimum the varieties of the stores to be pruchased which are required in common by more than one Department.

(2) The Central Stores Purchasing Officer should make attempts to standradise specifications, wherever possible, so as to reduce the variety of stores purchased, In order to advise the Central Stores Purchasing ~~Office~~ Officer on the standardisation of the specifications and other matters, Government is pleased to appoint a Committee consisting of the Electrical Commissioner with the Government of Bombay, Surgeon General

with the Government of Bombay, a representative of the Public Works Department, the Inspector General of Police and the Superintendent, Government Printing and Stationery. The Committee may co-opt temporary additional members whose advice on particular points may be considered necessary. The Director of Industries and Controlk Stores Purchasing Officer should act as convenor and the Assistant Stores Purchasing Officer as the Secretary of the Committee. The statistics collected as a result of the enquires and discussion by the Assistant Stores Purchasing Officer should be placed before this committee for its deliberations and advice. The Committee should also be requested to suggest suitable li its upto which the Officers should be allowed to make urgent nd minor purchases directly.

(3) In respect of articles whose ~~bulk~~ total requirements can be estimated by the Central Stores Purchase Organisation in advance, 'running' contracts should be given and in respect of others contracts should be fixed on a 'ruto' basis.

(4 The Central Stores Purchase Organisation should notify the names of approved firms whose tenders are accepted in the beginning of each year to the indentiors who should then place orders direct with such firms.

(5) In spite of the existing Government Circular Memorandum Gen ral Department, No.2309/33, dated 25th June, 1945, onl a few Heads of Departments had submitted the necessary details regarding the purchases made by them without reference to the Central Stores Purchase Organisation. All Departments should submit the necessary information regarding such pruchases since the ~~the~~necessary information regarding such purchases since the establishment of the Organisation in 1942, together with the reasons for such direct purchases, in the following form:-

Date of Issue of Enquiry	Date of receipt of Quotations.	Date of placing order	Description of stores ordered.	Date of receipt of goods.	Total value	Reason for placing orders direct.
1	2	3	4	5	6	7

(6) In all contracts a suitable time-limit should be fixed for delivery of the Stores by the suppliers.

2. The proposals for additional staff and expenditure for the Central Stores Purchase Organisations will be considered as a new of expenditure for the next year's budget.

By order of the Governor of Bombay,

V. S. Joshi,
Joint Secretary to Government.

To

The Direction of Industries, and Others.

Madhav Rachodas. c/5. 22/5.

Stores.

Supply of safes, treasure chests, steel despatch boxes, brass badges, etc., which are not standardised.

GOVERNMENT OF BOMBAY.

EDUCATION AND INDUSTRIES DEPARTMENT.
Resolution No.8024.

Bombay Castle, 16th December 1947

RESOLUTION OF GOVERNMENT.

In amplification of the instructions issued in Government Circular Memorandum, No. S.168, dated the 28th January 1944. Government is pleased to direct that all Departments of the Secretariat and Heads of Departments and Offices under them should obtain orders of Government for the supply of such articles as safes, treasure chests, steel despatch boxes, brass badges, brass seals and send a copy of the order sanctioning the supply to the Central Stores Purchasing Officer, Bombay, who will make arrangements to place an order for the articles with dealers, in consultation with the officers concerned.

2. The following sizes of articles mentioned against them have been standarised :-

	Small size.	Medium size.
Safes	24"to26x20"to22"x20" to 22	30to32x24to26"x24 to 26"
Treasure chests	10" x 7" x 5"	14"x10"x6"
Steel despatch boxes ..	19"x13"x7"	18"x 14" x 12"

3. The work of payment of bills which was done by the Superintendent, Government Printing and Stationery, Bombay, should be transferred to the Central Stores Purchasing Officer with effect from the year 1948-49.

4. A post of a senior clerk in the scale of Rs. 95-5-140 should be created in the office of the Director of Industries and Central Stores Purchasing Oficer from the year 1948-49 for a period of one year. The Director of Industries Central Stores Purchasing Officer should berequested to submit the necessary new item statement for the budget estimates for 1949-50 in due course.

By order of the Governor of Bombay,

D.S. Joshi,
Joint Secretary to Government

G. R. ?. 8024, E. & I.D. dated 16th December 1947.

To

The Commissioners of Divisions, and others.

Madhav Rao Madam.
22/5.
c/5.

Copy of a letter from the Superintendent, Government Printing and Stationery, No. MB 3767, dated the 2nd December 1947.

Reference - Government Resolution, Political and Services Dept. No. 9530/34, dated the 26th September 1947.

Subject.— Printing of forms.

The new forms sanctioned as per Government Resolution referred to above have been numbered General 252(Confidential Report of the discharged Provincial Government Employees) and General 253(Registration Card of the discharged Provincial Government employees) in the catalogue of standard forms. These numbers may therefore please be notified for the information of officers who are likely to require them.

No. 9530/34-D.

POLITICAL AND SERVICES DEPARTMENT.
Bombay Castle, 22nd December 1947.

Forwarded with compliments to-
The Private Secretary to the Governor
and others offices.

for information and guidance with reference to Government Resolution, Political and Services Department, No. 9530/34, dated the 26th September 1947.

By order of the Governor of Bombay,

J.CHAVEZ,
for Chief Secretary to the Government of Bombay, Political and Services Department.

Copy forwarded with compliments to the Superintendent Government Printing and Stationery, Bombay.

By letter.

Madhav Rookadan.
22/5.
c/5.